CHARITABLE GAMING DIVISION
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Millionaire Party
CASHIER CONTROL LOG
(maintained by the controller)

Controller Name	Event Date
Organization Name	License Number

Cashier Name

Cash Issued	Cashier Initials	Value of Redeemed Chips Collected	Cashier Initials
		Final Chips on Hand	
Total		Total	

BALANCE CASHIER

1. Final Cash on Hand _____

2. Total Redeemed Chips Collected (redemptions) [ ]

3. Total (add lines 1 & 2) _____

4. Total Cash Issued _____

5. Discrepancy (if any) (subtract line 4 from line 3) _____
   Cashier Initials

6. Cash Payout (subtract line 1 from line 4) [ ]

Cashier Name

Cash Issued	Cashier Initials	Value of Redeemed Chips Collected	Cashier Initials
		Final Chips on Hand	
Total		Total	

BALANCE CASHIER

1. Final Cash on Hand _____

2. Total Redeemed Chips Collected (redemptions) [ ]

3. Total (add lines 1 & 2) _____

4. Total Cash Issued _____

5. Discrepancy (if any) (subtract line 4 from line 3) _____
   Cashier Initials

6. Cash Payout (subtract line 1 from line 4) [ ]

COMPLETION: Required.
PENALTY: Failure to complete this form may result in administrative action.

CASHIER CONTROL LOG INSTRUCTIONS

The controller uses this form to monitor the amount of cash issued to the cashier and the value of chips collected from the cashier.

Have enough copies of this form ready for each day of the event. The event information section at the top of each form should be completed prior to the start of the event.

Prior to the cashier's shift,

The controller issues cash to the cashier for the purpose of redeeming players' chips. The amount of cash is logged as Cash Issued. The cashier verifies and initials for that amount.

During the event,

Whenever a cashier needs more cash, the controller logs the amount of Cash Issued and has the cashier initial for that amount.

The cashier redeems players' chips for cash. As necessary, the controller collects chips from the cashier.

As chips are collected from the cashier, the controller logs the Value of Redeemed Chips Collected and has the cashier initial for that amount.

At the end of the cashier's shift,

The controller collects Final Chips on Hand, logs that amount, and has the cashier initial for that amount.

BALANCE CASHIER

The controller balances the cashier's transactions in the cashier's presence.

1. Count and enter the amount of Final Cash on Hand.

2. Calculate the Total Value of Redeemed Chips Collected amount then forward to line 2.

3. Add lines 1 and 2.

4. Calculate the Total Cash Issued amount then forward to line 4.

5. Subtract line 4 from line 3 and enter any Discrepancy. Have cashier initial for that amount.

6. Subtract line 1 from line 4 and enter Cash Payout.